

**University of WI-Superior  
Represented Classified Employee Vacation Carryover Policy**

**Policy Subject:**       **Represented Classified Employee Vacation Carryover Policy**  
**Cabinet Division:**   **Administration & Finance**  
**Effective Date:**       **November 12, 2007**

**I.       Background and Purpose**

Wisconsin Administrative Code, ER. 18.02(6) states that annual leave allowance for permanent and project classified employees should be taken during the calendar year in which it is earned, but may be deferred to the first six months of the following year. State Labor Agreements generally permit represented classified employees to defer vacation leave into the following calendar year provided such deferral is approved by the appointing authority. Carryover provisions vary between contracts.

Employees begin earning vacation leave on the first day in paid status earn and are eligible to use vacation leave following successful completion of the initial six month probationary period. Vacation scheduling requires supervisory approval and should be scheduled and used in the year in which it is earned.

**II.      Policy Statement**

1.       UW-Superior represented classified employees may carry over up to 40 hours (prorated for part-time employees) of earned vacation leave in one calendar year to the next calendar year if unable to schedule due to work loads and approved by the supervisor. Vacation leave carried over to be used in the following year should not be confused with vacation leave which is converted to sabbatical leave and carried over as such.
2.       Unless otherwise indicated by the provisions of a collective bargaining agreement, any vacation carryover exceeding 16 hours requires a Classified Employee Vacation Carryover Request Form (see attachment) with supervisory/campus approval to be submitted to the Human Resources Department prior to the end of the calendar year.
3.       All vacation leave carried over into the ensuing year must be used by June 30<sup>th</sup> of the year in which it is carried over or will be lost. Personal holiday hours cannot be carried over and will be lost if not used within the calendar year earned.
4.       Upon termination, payment will be made for any unused vacation accrual on their final paycheck. Similarly, the University will recover any overused vacation from the final paycheck.